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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Administration
Washington, D. C.

December 26, 1942

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 6

To: All Divisions and Sections, Special Commodities Branch

From: H. C. Albin, Chief, Special Commodities Branch

Subject: Establishment of a Uniform Record System

In order to make available certain essential information regarding each of the various commodities assigned to the Special Commodities Branch for the purpose of compiling such reports as may be required by Administrator's Memorandum No. 2, Supplement S, and to furnish a brief background of program activities relative to the commodities, each commodity division is directed to establish Commodity Books as outlined below:

A. Setting up of Commodity Books:

Information shall be prepared and maintained separately for each commodity in an indexed, loose leaf binder form to be known as a Commodity Book. The chief of each commodity division shall designate an employee of his division to be responsible for the preparation and custody of these books in the prescribed form. The books shall be arranged in groups corresponding to assignment of commodities by section and unit. The complete set shall be in numerical order with each book bearing the title of the commodity.

B. Contents of Commodity Books:

These Commodity Books shall be divided into sections and shall contain all data and information as described below:

1. Program History

A series of brief descriptions of all program activities regarding the commodity involved which have transpired since inauguration of the program, such as: receipt of requisitions, issuances of announcements, purchases made, receipt of correspondence relating directly to program activity, etc. Each description will be concise but complete and the whole will be arranged in chronological order.

2. Description and Use

All available material with reference to the mechanical characteristics of the commodity and customary uses as well as possible usage in connection with the war effort.

3. Specifications

Any specifications issued by the Agricultural Marketing Administration regarding the physical analysis of the commodity. Any available information on standards or specifications as issued by other agencies of the government. All container specifications as related to the commodity and a copy of all announcements issued should be included herein.

4. Requirements - Form SCB-5

1. Control Sheet

2. Individual sheets for each consignee

Requirements for each consignee as reported through the Office of the Assistant Administrator (Mr. Holt) shall be entered on the appropriate sheet for that particular consignee.

Supplemental entries shall be made on these sheets for Food Mission Letters received during the month. At the end of the reporting period these individual sheets shall be ruled off and the totals posted to the Control Sheet. This latter shall then be ruled off in order to show the total requirement for all consignees as of the date of reporting.

5. Requisitions - Form SCB -12

1. Control Sheet

2. Individual Sheets for each consignee

Upon notice of issuance of an "advance" copy of a requisition entry is to be made on the Commodity Book Record Sheet for the particular consignee. Upon receipt of the "action" copy of the requisition, the quantity shall be cleared from the "advance" column and posted in the "action" column. At the close of the reporting period these individual consignee sheets shall be ruled off and the totals posted to the Control Sheet. This latter shall then be ruled off in order to show the total requisitions - both "advance" and "action" for all consignees as of the reporting date.

6. Purchases

Summary of Purchases, Form SCB-4, copy attached, which shall be maintained currently indicating a complete summary of purchases, obtained from purchase abstracts, copies of which shall be included. At the end of each month this sheet shall be ruled off and both Monthly totals and Cumulative totals brought down.

7. Availability - Form SCB-6

1. Control Sheet

2. Individual sheets for each consignee

Monthly clearances to each consignee as secured from Report No. 1 issued monthly by the Transportation and Warehousing Branch shall be entered in the "Delivered" column of the sheet for each consignee. At the end of each reporting period these monthly totals shall be ruled off and the cumulative total shown. The total of these monthly figures shall be posted to

the "Delivered" column of the Control Sheet and cumulative for this column brought down. Similarly, the monthly total of purchases shall be picked up from Form SCB-4 (Summary of Purchases) shall be posted to the "Purchase" column of Form SCB-6 and a cumulative brought down for this item.

8. Position Table #2

Under this heading Review Table No. 2 shall be filed in chronological order.

9. Announcement

Copies of all announcements issued on the commodity.

10. W.P.B. Orders

Copies of all W.P.B. orders covering the commodity,

11. Economics

All available material regarding sources of supplies, domestic and foreign, comparative quality by area of production, stocks available for purchase and normal demands thereon, and all other economic factors requisite for complete study and analysis of the commodity.

12. Mailing List

An approved, current mailing list of producers, brokers, government representatives and individuals, who are to receive copies of all announcements issued on the commodity.

13. Inspection

Name and address of inspector assigned to the commodity by A.M.A. Schedule of collection fees. Any other material relative to inspection.

- C. The employee designated as custodian of the commodity books shall be responsible for inserting in the book any correspondence or other material pertinent to the operation of the program, which has not been listed above.

Upon receipt of any material appropriate for insertion by the employee designated to maintain the Commodity Books, SCB-7, copy attached, will be filled in by this employee and forwarded to the marketing specialist in charge of the commodity. The incoming material will not be forwarded but will be promptly inserted in the appropriate commodity book. These records will be available to the Analysis and Reports Section and any other officially interested employee. It shall be the responsibility of the marketing specialist in charge of the particular commodity, upon receipt of the Form SCB-7, to refer to the appropriate commodity book, read the incoming correspondence and initial same in the lower right hand corner. It shall be the responsibility of each marketing specialist to be entirely familiar with the contents of the Commodity Books containing the commodities that he handles.



